1.01 Typeface Spacing in Action

**Directions**:

1. Using the **1.01 Dress Code and this activity sheet** that have been sent to you electronically by your teacher, apply the typeface spacing described below.
2. Save the file according to teacher directions.
3. List the line number(s) of the document that correspond to the type effect applied. *For example: Applied a monospaced font to the word business in line 4.*
4. Describe the process used to apply each typeface spacing. *For example: Selected the word business in line 4 and used the Castellar font.*
5. Describe how the text changed in the document as a result of the typeface spacing. *For example: The text appeared larger and more spaced out horizontally than before.*

**Note:** The document may take two pages.

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| --- | --- | --- |
|  | **Monospaced typeface** | |
|  | Which words/lines/paragraphs did you apply the typeface spacing to? |  |
|  | Describe the procedure used to apply the typeface spacing. | |
|  |  | |
|  | Describe how the typeface spacing changed the text. | |
|  |  | |
|  | **Proportional typeface** | |
|  | Which words/lines/paragraphs did you apply the typeface spacing to? |  |
|  | Describe the procedure used to apply the typeface spacing. | |
|  |  | |
|  | Describe how the typeface spacing changed the text. | |
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| --- | --- | --- |
|  | **Leading** | |
|  | Which words/lines/paragraphs did you apply the typeface spacing to? |  |
|  | Describe the procedure used to apply the typeface spacing. | |
|  |  | |
|  | Describe how the typeface spacing changed the text. | |
|  |  | |
|  | **Kerning** - Apply kerning to three or more pairs of letters. | |
|  | Which words/lines/paragraphs did you apply the typeface spacing to? |  |
|  | Describe the procedure used to apply the typeface spacing. | |
|  |  | |
|  | Describe how the typeface spacing changed the text. | |
|  |  | |
|  | **Tracking** | |
|  | Which words/lines/paragraphs did you apply the typeface spacing to? |  |
|  | Describe the procedure used to apply the typeface spacing. | |
|  |  | |
|  | Describe how the typeface spacing changed the text. | |
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**1.01 FBLA Dress Code – Student**

1. Dress Code
2. For Regional, State, and National Leadership Conferences
3. FBLA-PBL members and advisors should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees, advisors, members, and guests at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program.
4. Business casual dress is required for touring events
5. Semi - formal, formal, or FBLA-PBL attire should be worn to the awards program.
6. Conference name badges are part of this dress code and must be worn for all conference functions. Do not wear name badges when touring.
7. Professional attire acceptable for official FBLA - PBL activities:
8. Males:

Business suit with collared dress shirt and necktie OR

Sport coat, dress slacks, collared shirt, and necktie OR

Dress slacks, collared shirt, and necktie

Banded collar shirt may be worn only if sport coat or business suit is worn.

Dress shoes and socks

1. Females:

Business suit with blouse OR

Business pantsuit with blouse OR

Skirt or dress slacks with blouse or sweater OR

Business dress

Capri’s or Gauchos with a coordinating jacket/suit worn below the knee

Dress shoes

1. CLARIFICATION - Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toed shoes, and sleeveless dresses are acceptable.
2. Inappropriate attire, for both men and women, includes:

Jewelry in visible body piercing, other than ears

Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts

Backless, see through, tight fitting, spaghetti straps, strapless, extremely short, or low cut blouses/tops/dresses/skirts

T - shirts, Lycra ™, spandex, midriff tops, tank tops, bathing suits

Sagging pants

Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee-boots

Athletic wear, including sneakers

Hats or flannel fabric clothing

Bolo ties

Visible foundation garments